



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SECURITIES ADMINISTRATOR	44	A	11.370

Under administrative direction of the Chief Deputy Secretary of State, plan, organize, direct, manage and supervise the operations of the Securities Division of the Secretary of State's office including administration of the division budget; the registration of securities; licensing of broker dealers, investment advisers and sales representatives; and all securities enforcement activities including criminal and non-criminal investigations and legal actions.

Direct the work of managerial, supervisory, professional, technical and support staff; supervise and evaluate the performance of subordinate supervisors and other personnel as assigned; interview, select and hire personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; identify training needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints.

Prepare, review and administer the budget for the Securities Division; draft initial budget request for incorporation into the Secretary of State's overall budget; monitor and approve expenditures for the division.

Supervise the review and processing of registration and licensing applications and on-going audits of broker dealers and investment advisers to ensure compliance with all rules, regulations and laws by advising and supervising the Chief of Securities Registration and by directing the performance and legal analysis of unique or complex registration and licensing applications.

Render legal interpretive opinions and no-action letters concerning the application of securities and commodities laws.

Confer with securities issuers, attorneys, licensees, principals and the public to resolve questions, conflicts and issues pertaining to State securities and commodities laws.

Supervise enforcement activities of the division by advising investigative and enforcement staff; provide direction for complex investigations, evaluation of evidence and analysis of completed cases.

Approve and sign all subpoenas and administrative orders issued by the division in connection with enforcement activities.

Serve as hearing officer in administrative proceedings related to violations of securities laws, commodities laws and notary laws.

Make final determination regarding which cases are referred to the Attorney General for civil action or criminal prosecution based on the severity of violations of securities and commodities laws and in a manner consistent with the purposes of State statutes.

Testify as an expert witness on behalf of the division in both civil and criminal cases; testify concerning securities law as well as accounting matters and financial records.

Approve, negotiate and sign legally binding settlement agreements and consent orders on behalf of the division in accordance with the requirements of federal and State securities laws and regulations and taking into consideration the fairness and reasonableness of compromises between the severity of the violation, the needs of the public, the company's intent and the company's resources.

Conduct legal research and analysis of problem areas in the securities and commodities statutes, regulations and internal policies and procedures; draft needed changes for implementation, conduct hearings to adopt new regulations and provide testimony at legislative hearings.

Direct, supervise and participate in the administration of educational and informational programs; provide instruction and speak at seminars and workshops to enhance awareness of capital formation for businesses and the avoidance of securities fraud for investors.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from an accredited law school with a juris doctor degree and five years of progressively responsible professional experience in the regulation of the securities industry. At least three years of the above experience must have included supervision of professional level employees and involved planning, organizing, controlling and evaluating work activities in a law enforcement or investigative setting.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: state and federal securities and commodities laws; legal and administrative hearings procedures, rules of evidence, rules of civil and criminal procedure; legal procedure as applied to the preparation of legal documents, presenting cases and examining witnesses; legal research and analysis.

Working knowledge of: effective management practices including budget development, resource allocation and personnel administration; investigative techniques; financial and accounting principles. **Ability to:** plan, organize and manage the work of professional staff including attorneys and criminal investigators; analyze financial documents and statements, suspected violations of state and federal securities laws and plan investigations; analyze sophisticated investment schemes, reconstruct events and track the movement of funds; negotiate settlement agreements; resolve complex issues with individuals who may be hostile or uncooperative; communicate effectively both orally and in writing including media representatives and the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: Nevada Uniform Securities Act and Commodities Code; Nevada Administrative Procedures Act; agency rules, regulations, policies and procedures; State Administrative Code and State personnel administrative manual; and fiscal management including budget preparation and the legislative process.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 11.370
8/6/87PC
REVISED: 4/26/89R
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